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Weekly Report for Week Ending 2 July 1958  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

a. File Systems - ORR [REDACTED]

25X1A9

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Completed installation of a uniform subject-numeric file system throughout ORR which consisted of 63 separate file series. More than 75 secretaries and clerical personnel within the Office were trained under a training program geared toward maintaining these files under the system. As a by-product of the installation, over 100 cu. ft. of records were destroyed within the Office and 60 cu. ft. transferred to the Records Center. Prepared draft of order to be issued as an ORR Notice that would establish a subject-numeric file system as the only file system authorized in ORR for administrative files.

2. Assignments

a. OTR - Records Control Schedule [REDACTED]

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No change from previous report.

b. Suggestions Awards Staff [REDACTED]

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25X1A9A

The Chief of SAS requested assistance in revamping the index file. JOT [REDACTED] are conducting a study of the subject breakdown and method of filing now in operation.

/ c. Records Management Survey/ Office of Personnel [REDACTED]

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At a meeting attended by [REDACTED] DD/Pers/PD; [REDACTED] Chief, Selection Staff; and [REDACTED] Chief, Records and Services Division, it was decided to try a pilot installation of shelving for the Personnel and Applicant folder file.

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25X1A9  
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d. Records Management Survey of Specialized Recruitment Branch,  
PPD, OP [REDACTED]

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Began installing Subject-Numeric File 1 July. Trained 2 secretaries in filing [REDACTED]. Arranged for 1 AS/Pool to prepare 1957 and 1958 file folders and guides. Destroyed 2 cu. ft. of obsolete records in applying Records Control Schedule.

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e. Office of Logistics/Security Staff [REDACTED]

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Recommendation of equipment suitable for this Staff is being deferred pending completion of an O&M Survey being conducted by [REDACTED]

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f. OSI File Systems

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No change from previous report.

g. Medical Staff/Shelf Filing Project  
No change from previous report.

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3. Vital Materials

25X1A9A a. Miss [ ] ORR, accompanied last week's trip to the  
25X1A9A Repository. Miss [ ] worked on the Economic Estimates file  
25X1A9A eliminating obsolete cards and interfiling current cards. Mr.  
[ ] a JOT, also accompanied this trip for orientation purposes.

25X1A9A b. Mr. [ ] met with [ ] OCR/IR, to discuss  
the proposed filming of the I.R. Travel Folders.

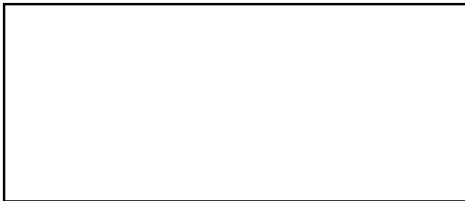
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25X1A9A c. Mr. [ ] Logistics/Printing and Reproduction, is making film  
tests to determine the best type film and microfilm machine to be  
used in the proposed OCR/Graphics Register Ground Photo Collection.

4. News

- a. IAS/Pool requests unclassified work projects to provide training for increased number of clerical trainees. Large-scale projects are solicited as strength of Pool will increase by 50 EOD's this week and 100 next week.
- b. Arranged with the Office of Logistics to procure filing equipment for IR/OCR, secured area in 350 - 26th Street, where equipment valued at more than \$32,000 is being used. At the present time, however, it is uncertain whether a secured area will be installed.

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Report for Week Ending 2 July 1958  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- ✓ (1) Completed 31 actions requiring the printing of 161,690 copies or sets of blank forms. This represents the same number of actions and a decrease of 164,060 copies or sets as compared to last week.
- ✓ (2) Two new and thirteen revised forms were approved.
- x (3) Transferred four cubic feet of records to the Records Center and destroyed two cubic feet of non-record material. The material sent to the Center consisted of the Functional Forms File. The File will be held at the Center for six months, at which time a decision will be made as to its ultimate disposition. In the meantime an effort will be made to determine if the Functional Index can serve the same purpose as efficiently as the Functional File. [ ]

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- ✓ (4) The revised Travel Order Form was sent to the Directors of Logistics and Personnel and the Comptroller for final formal concurrence. Concurrences were requested by 15 July 1958 in order to expedite referral of the form to DD/P. [ ]

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b. Intangible

- ✓ (1) Designed a multi-purpose Daily Production Report Form and improved related procedures for the Special Printing Branch, PSD/OL. This form, which replaced two bootleg forms, now includes feeder information for a weekly report to AC/PSD/OL as well as a monthly report to [ ]. It also provides the C/SPB with information necessary to complete performance ratings on his employees. [ ]
- (2) Reviewed all O/S Forms and decided which would be locally reproduced by [ ] overseas. Passed this data on to [ ] SD/OL for review of stocked forms of this type. [ ]

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2. Assignments

a. Active

- ✓(1) Printing Services Division Survey.
- (2) Annual project of revising the  Questionnaire.
- ✓(3) Study of Forms authorized for O/S use.
- ✗(4) Eleven Employee Suggestions are being evaluated.
- ✓(5) Four new and twenty revised forms are pending.
- (6) Travel Order Form Revision.
- (7) Agency Chain Envelope.

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3. News

- a. Met with  of CI/DD/P to discuss the use of the Agency Chain Envelope in the DD/P.
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